

Margarita Coronado

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EDUCATION

The University of Texas at Arlington | Arlington, TX December 2021

Bachelor of Business Administration in International Business – Chinese

- Magna Cum Laude
- Dean's List (2019-2021)
- UTA MODL Academic Achievement Award Recipient (2019-2021)

Fu Jen Catholic University | New Taipei City, TW August 2017 – May 2018

Center of Chinese Language and Culture

EXPERIENCE

The University of Texas at Arlington Office of Financial Aid | Arlington, TX July 2019 – September 2021

Administrative Assistant

- Assisted students through the federal verification process, provided financial aid counseling, maintained records and documents, and facilitated problem solving with students and parents.

UNT Health Science Center | Fort Worth, TX September 2019 – February 2020

ESL Instructor

- Taught majority Spanish-speaking UNT employees English to facilitate workplace communication.
- Organized coursework/learning materials and assessed students' weekly progress to meet company goals.

World Finance | Paris, TX July 2018 – November 2018

Account Specialist

- Maintained documents and records, further promoted company services, and took and recorded payments.

The Results Companies | Paris, TX January 2017 – August 2017

Associate Trainer

- Trained classes of 20+ agents to facilitate customer service calls, ensured company adhered to client standards.

ACTIVITIES & LEADERSHIP

UTA Chinese Culture and Language Association | Arlington, TX January 2019 – December 2021

President

- Provided leadership to officers and members, increased membership, established international relations with Chinese universities, liaison between the organization and the university, and oversaw schedule and events.

AISEC – Daye Elementary School | Taoyuan, TW October 2016 – December 2016

Volunteer English Teacher

- Provided English instruction and cultural exchange opportunities for students.

AISEC – Technological University of the Central Valley of Oaxaca | Oaxaca, MX June 2016 – September 2016

Volunteer English Instructor

- Taught critical English communication skills to students for IELTS exam preparation.

SKILLS

Spanish; Native Speaker | Mandarin Chinese C1 | Translation and Localization | Customer Service | Word Suite | Business Communications | Corporate Training | Teaching